

EQUAL EMPLOYMENT OPPORTUNITY (DSCP-DK)

MISSION:

Acts as principal advisor and assistant to the Commander in directing the development, execution and evaluation of the DSCP Equal Employment Opportunity Program.

FUNCTIONS:

1. Provides advice and staff assistance to DSCP in the development, execution and evaluation of the EEO Program.
2. Maintains an active role in the community relations aspects of the EEO Program.
3. Directs the formulation, implementation and evaluation of the DSCP EEO Affirmative Action Plan.
4. Maintains liaison with local community organizations and federal, state and city agencies concerned with the advancement of EEO principles and concepts.
5. Serves as advisor to the DSCP EEO Advisory Committee, the Hispanic Employment Program Committee, the Federal Women's Program Committee, and the Disabled Employee Advisory Committee.
6. Receives, arranges for investigation, and assures prompt and timely processing of discrimination complaints.
7. Analyzes complaints, both formal and informal, and identifies conditions and circumstances which go beyond the individual case and require further management action.
8. Follows up on the results of discrimination complaints to ensure corrective actions are effected and complainants are not disadvantaged by reason of having filed a complaint.
9. Conducts special analyses and situation investigations.
10. Reviews merit promotion actions. Monitors personnel reports and statistical processes to assure compliance with existing higher authority guidance and to insure EEO effectiveness in personnel management.
11. Develops, coordinates and executes specific action items to accomplish the objectives of the Special Emphasis Programs, the Federal Women's Program, the Hispanic Employment Program, and the Disability Program.
12. Plans and conducts special events and observances to publicize EEO objectives.
13. Effects liaison with Human Resources (DSCP-E) to attain EEO objectives.